

Using the HP ScanJet 4c Scanner in the ITC

BASIC STEPS FOR SCANNING AN IMAGE

1. Double-click on the **Programs** folder located on your desktop.
2. Double-click on **Adobe Photoshop 4.0**.
3. Place the image face down on the scanner with the top of the page next to the green arrow.
4. Choose the **File** menu.
5. Select **Import**.
6. Select **Twain Acquire**.
DeskScan will automatically Preview the image, create a selection around the image, adjust the exposure, and select an image type.
7. (Optional) Manually change the settings on the DeskScan II window to other type/values.
8. Choose **Final** to display the image in the Photoshop window.
The DeskScan II application automatically closes.
9. (Optional) Edit the image in Photoshop.

BASIC STEPS FOR SCANNING A TEXT DOCUMENT

1. Double-click on the **Programs** folder located on your desktop.
2. Double-click on **OmniPage Pro 7.0**.
3. Place the image face down on the scanner with the top of the page next to the green arrow.
4. Choose the **Process** menu.
5. Select **Auto**.
OmniPage will automatically Preview the text as an image, divide the image up into frames, attempt to recognize the text in the frames, and then open the spell checker highlighting the words it was unable to recognize.
6. Make any necessary changes using the Check Recognition dialog box.
7. If you have no other pages to scan, go to step #8.
If you have more pages to scan, go to step #3.
8. Choose the **File** menu to save your file in a word processing application, such as Microsoft Word.
9. Select **Save**.
10. Locate the folder you want your file to be saved in.
11. Enter your filename under **Save OmniPage Document as**.
12. Press the **Format** box.
13. Change the format to the application you would like to use this test in. (i.e. – Microsoft Word 6.0)
14. Select one of the following choices:

Create One File for All Pages:	The pages would be saved as one 25-page file.
Create One File for Each Page:	The pages would be saved as 25 one-page files.
Create New File at Each Blank Page:	Insert blank pages as separators into a stack of one-sided documents. All pages following a blank page would be saved as a separate file with a unique document name.

15. Click the **Save** button.

